

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, California 95814



April 10, 1995

ALL COUNTY INFORMATION NOTICE I-16-95
TO: ALL COUNTY WELFARE DIRECTORS

Reason for this Transmittal
☐ State Law Change
☐ Federal Law Change
☐ Court Order or Settlement Agreement
☐ Clarification Requested by One or More Counties
☒ Initiated by CDSS

SUBJECT: BRANCH REORGANIZATIONS

I am pleased to announce the formation of the Fiscal Systems and Accounting Branch and the consolidation of the Financial Management Services and Estimates Branches into a single organization renamed the Financial Planning Branch. The Fiscal Systems and Accounting Branch, under the direction of Gerald R. Rose, is comprised of the Fiscal Systems Bureau, Fund Accounting and Reporting Bureau, Financial Services Bureau and Fiscal Policy Bureau. The Financial Planning Branch, under the direction of John H. Wilson, is comprised of the Budget Bureau, County Cost Analysis Bureau, Estimates Bureau, and Information Services Bureau.

A copy of the new organization charts, along with a functional description of each Bureau, is attached to aid you in selecting the correct Bureau for the services you require.


JARVIO A. GREVIOUS
Deputy Director
Administration Division

Enclosures

c: CWDA

Fiscal Systems and Accounting Branch

The Fiscal Systems and Accounting Branch provides financial control and accountability over the various State and Federal programs administered by the Department; maintains cost allocation and financial control over Federal and contract funds; accounts for State and Federal subvention funds; is responsible for designing and assisting in the implementation of program cost accounting systems; establishes fiscal policy for the Department, its contractors and County Welfare Departments (CWDs); and develops the departmental cost plan for reimbursements of Welfare, Social Services, Disability Evaluation, and Community Care Licensing program expenditures.

Fiscal Systems Bureau

Responsible for re-engineering the various accounting and fiscal systems used by the Department and the County Welfare Department's (CWDs). The Bureau oversees CALSTARS maintenance, operation, and reporting; provides maintenance and operational support to existing automated accounting and fiscal systems; maintains the Department's State Operations Cost Allocation Plan; and provides consulting services.

Fund Accounting and Reporting Bureau

Provides accounting services and cash management controls for all of the programs administered by the Department. Accounts for approximately \$11.0 billion in Federal and State funds; records, reconciles, and reports financial appropriations to State and Federal fiscal control agencies.

Financial Services Bureau

Responsible for the disbursement, control, and accountability of various funds (Federal, State, special deposit, office revolving, etc.) for all programs administered by the Department. The Bureau also reviews and analyzes salary advances, travel expense claims, vendor invoices, county administrative/assistance advances and claims, and disaster assistance claims.

Fiscal Policy Bureau

Responsible for the establishment of fiscal policy for the Department, its contractors and (CWDs) and for performing a variety of fiscal functions in support of the Department and its programs. The Bureau also monitors the counties' fiscal procedures to ensure conformance with the State's fiscal policies.

Financial Planning Branch

Directs the development, administration and control of the Department's budgeting system; develops budget estimates for local assistance, as well as the financial impacts of proposed legislation and regulations; coordinates with the counties for controlling overall county administrative expenditures; manages the Department's information collection activities and provides data to departmental users for program and policy decisions.

Budget Bureau

Assures that the Department operates within statewide budgetary constraints and maintains fiscal integrity, administers the Department's budget for the current year, budget year, and previous year, develops the annual financial plan for the Governor's Budget, serves as a fiscal policy advisor to the Department's management, provides budgetary analysis to program staff for making policy decisions, acts as the primary contact with the Department of Finance and the Legislative Analyst's Office on the Department's budget.

County Cost Analysis Bureau

Develops the Department's local assistance budget for county administration and child welfare services program, including county adoption and licensing activities. Develops fiscal and caseload impacts for policy decisions, legislation, regulations, etc., develops individual county budgets for county administration of Aid to Families with Dependent Children (AFDC), Non-Assistance Food Stamps (NAFS), and Foster Care Administration and Child Welfare Services with input from counties, develops methodologies for and implements the allocations to all counties of Federal and/or State funds which are limited by Federal and State legislative appropriations. Also, responsible for evaluation of State Automated Welfare System (SAWS) impact on grant and administrative costs and for recommendations in future allocation methods as a result of implementing SAWS.

Estimates Bureau

Develops the Department's Local Assistance budget for Welfare, and Social Services programs. This includes Aid to Families with Dependent Children (AFDC), Foster Care, Child Support, Supplemental Security Income/State Supplemental Payment (SSI/SSP), etc. Develops fiscal and caseload impacts for policy decisions, legislation, court cases, regulations, and estimated Federal funding needs. Prepares analysis and forecasting of basic caseload and grant trends.

Information Services Bureau

Serves as the central resource for the Department to collect data and maintain statistical information systems; the Bureau provides caseload data to the fiscal Bureaus for the development of local assistance budgets, provides data to the Legislative Analyst's Office, Legislative staff, and the general public; and meets Federal reporting requirements to ensure Federal funding. To perform these duties the Bureau designs, implements and evaluates reporting systems; develops formats for computing and compiling data on caseloads, expenditures, and recipient characteristics. The Bureau produces reports and publications which provide data and analysis for program and policy decisions.



